

WELCOME
to our
VIRTUAL
PLATFORM

HOW TO USE THE VIRTUAL PLATFORM

What you'll need to have, and what you need to do:

- Our platform uses **Zoom** for sessions. Make sure you are **connecting via a network that allows Zoom usage**. Several company and institutional networks use firewalls: if you are behind a firewall, we suggest you prefer to attend the conference from another network.
- **Sufficient internet bandwidth**. A connection of least 2Mbps is needed to attend the conference, and at least 8Mbps of *wired* internet is needed for speakers and chairs.
- Make sure that **no other software** (such as Skype, Viber, GoToMeeting, etc) **is using your camera and/or microphone at that time**.

For best results, we suggest:

- Using the **Google Chrome** browser
- Using a **desktop computer**, best with a **large monitor**
- **Connection** via **private network**



Sign In

Email

apolyrakis@convin.gr

Password/PIN

.....

Enable Enhanced Accessibility
(keyboard navigation, focus highlight,
screen reader compatibility and high
contrast colors)

Sign In

[Forgotten your password/PIN?](#)

To sign in: *

Enter your **email
address** here

Enter your
password or
personalized **PIN**
here

Click **here** to sign in

Μετά την σύνδεσή σας, θα μεταβείτε στις ρυθμίσεις:

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.



Mic Access



Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

Microphone (Realtek High Definition Audio) ▾

Set



Camera Access



Camera Selection

Choose your **camera** and **microphone**. If you have more than one, choose the one you shall use during the Event. *

Event Checkin

Welcome Vicky. Please review your privacy settings below

About You

Your contact details were provided as part of your registration

First Name

Vicky

Last Name

Denaxa

Organization

Convin

Email

vdenaxa@convin.gr

Fill in or update your contact details (these will be visible to other participants via the **Meeting Hub**)

Click **Update and Close** at the very bottom of the **Event Check-in** panel when you're all set!

Profile

Update your photo, bio and social media here

Profile Picture



Upload

Capture

Delete

About me

Tell us a bit about yourself

Update and Close

INSTRUCTIONS

SCIENTIFIC PROGRAM

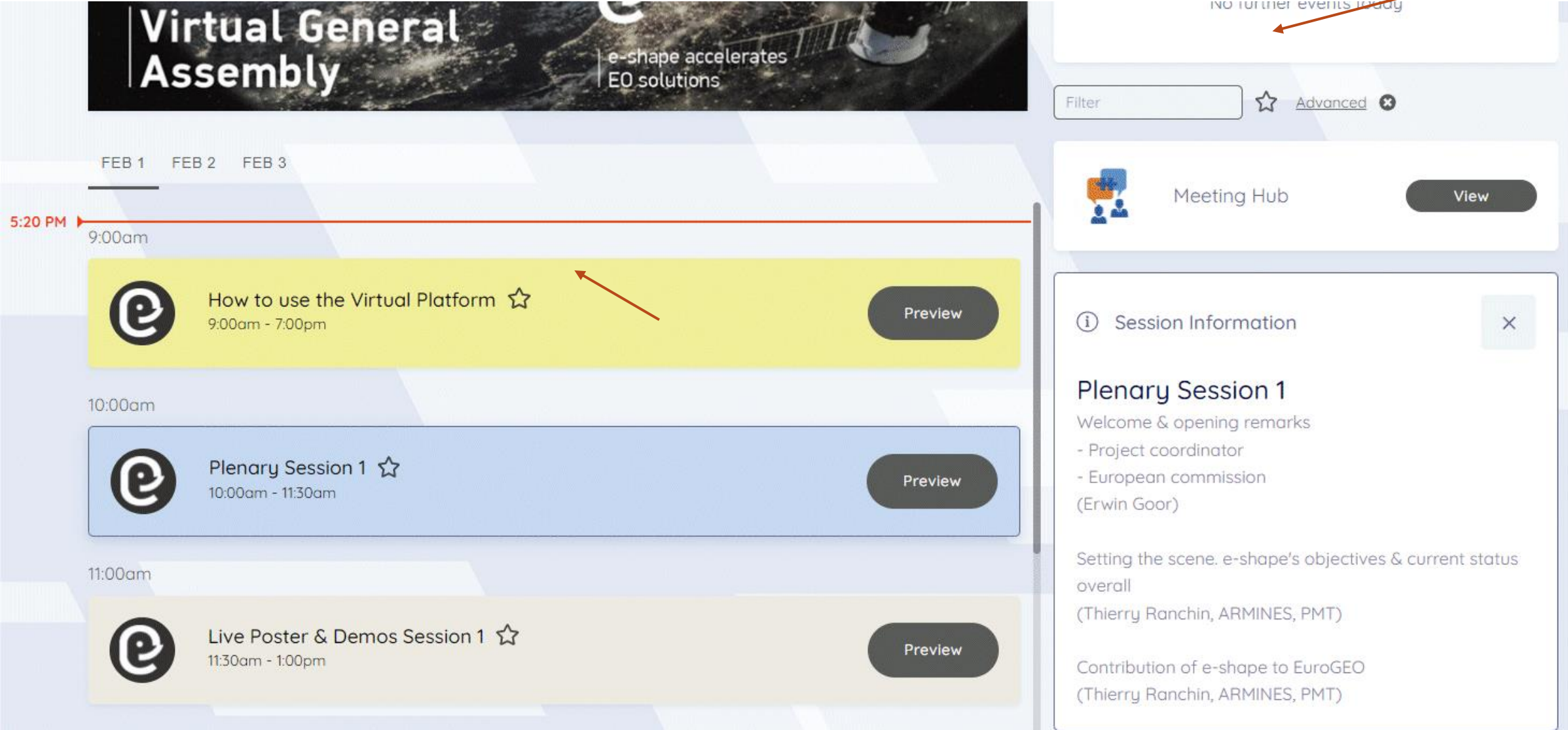
The first session of each day will always be a brief video with instructions on *How to Use the Virtual Platform*. You may watch it at any time, and as many times as you wish.

You can click on the Star to add a Session to your Favorites.

You can use the **Filter** field to search for a specific Session.

If you star several sessions, you can then toggle their appearance by clicking on the star icon next to the filter field. Don't forget to click the star icon again, to see the full Scientific Program!

You can access the Session by clicking **Preview**, or **Join**, as soon as it is time for the Session to begin.



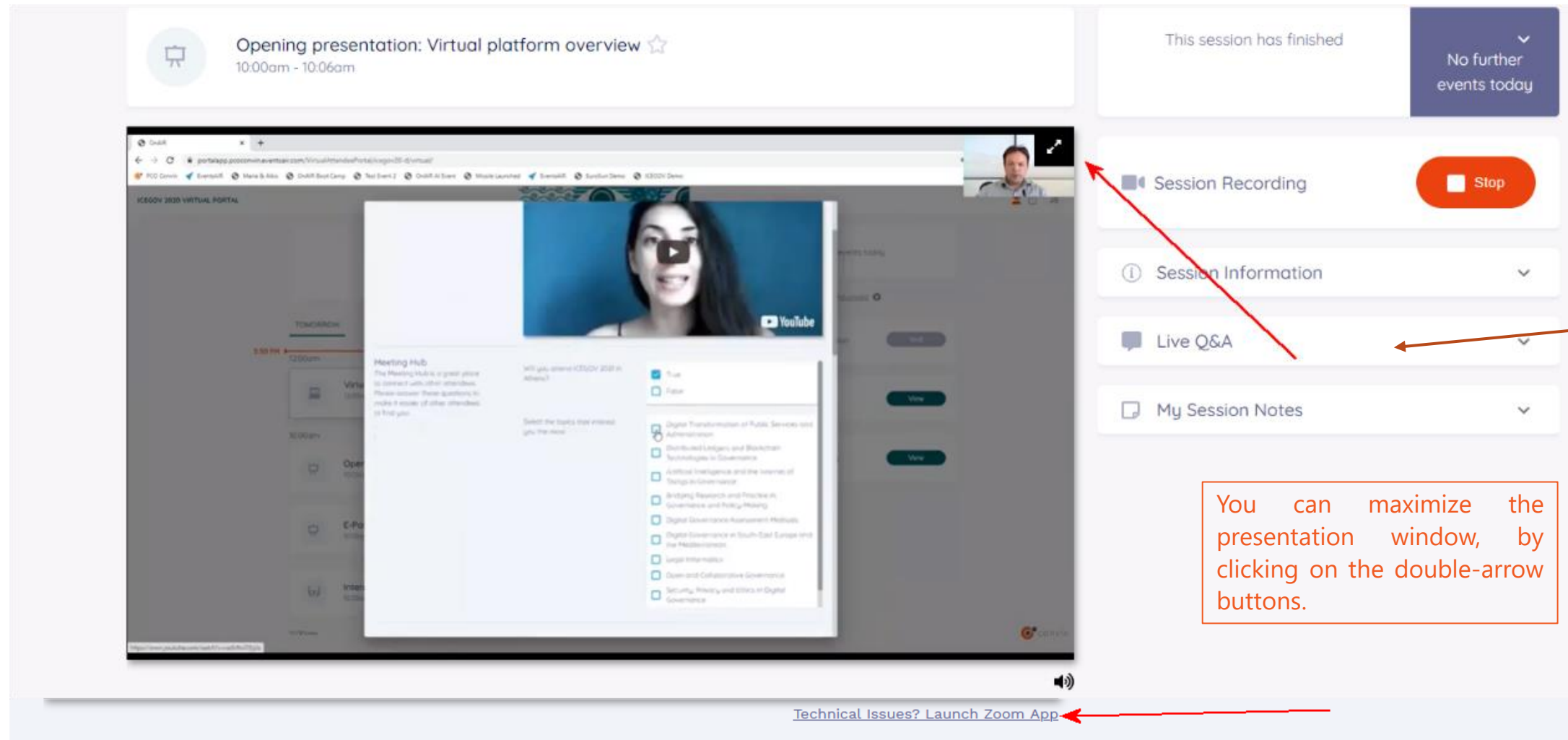
The screenshot displays the 'Virtual General Assembly' interface. At the top, there is a banner for 'Virtual General Assembly' with the text 'e-shape accelerates EO solutions'. Below the banner, there are tabs for 'FEB 1', 'FEB 2', and 'FEB 3'. A vertical timeline on the left shows the current time as 5:20 PM. The main content area lists three sessions:

- 9:00am**: 'How to use the Virtual Platform' (9:00am - 7:00pm) with a star icon and a 'Preview' button. An arrow points to the star icon.
- 10:00am**: 'Plenary Session 1' (10:00am - 11:30am) with a star icon and a 'Preview' button.
- 11:00am**: 'Live Poster & Demos Session 1' (11:30am - 1:00pm) with a star icon and a 'Preview' button.

On the right side, there is a 'Meeting Hub' section with a 'View' button. Below it, a 'Session Information' panel is open for 'Plenary Session 1', showing details such as 'Welcome & opening remarks', 'Project coordinator', 'European commission (Erwin Goor)', 'Setting the scene. e-shape's objectives & current status overall (Thierry Ranchin, ARMINES, PMT)', and 'Contribution of e-shape to EuroGEO (Thierry Ranchin, ARMINES, PMT)'. An arrow points from the 'Filter' field to the 'Advanced' star icon. Another arrow points from the 'Session Information' panel to the 'View' button.

Clicking on a session block will display its information on the right-hand side.

Click on the **Join Computer Audio** option, and you shall join the Session and view the presentations automatically.



During **Sessions**, you can type in and **submit your questions via the Live Q&A Panel*** for the Moderators and Presenters to see.

During the **Parallel Breakout Sessions**, you can also click on the **Raise Hand** icon to ask to be given the floor, so you can ask your question in person. In this case, please wait until a Moderator grants you permission to open your camera and microphone, before doing so. The Raise Hand icon will not be available in any other sessions.**

You can maximize the presentation window, by clicking on the double-arrow buttons.

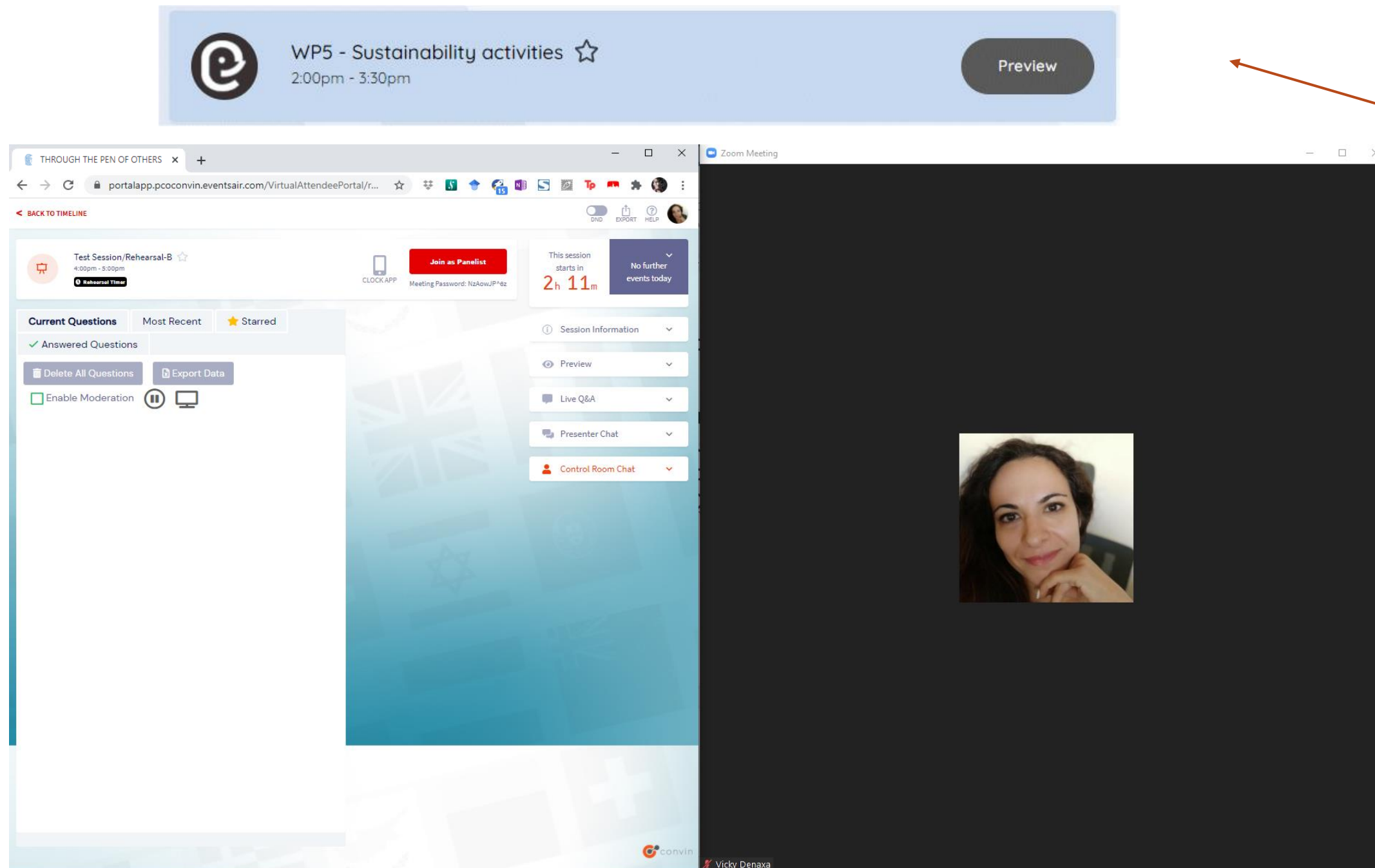
Click on this link, if for any reason you cannot view the Session correctly, or if you are having audio problems.

*Questions submitted via the Live Q&A module must only relate to **the Session and its scientific content**. For **technical queries**, there is a special "Live Support" Module.

** Moderators can skip answering questions, if the number of questions exceeds the time frame of the Session.

Along with Zoom, you can view the **Event Platform** (located in your browser, on the tab named "e-shape Virtual General Assembly").

Moderators need to have both their browser and their Zoom client visible on the screen, in order to keep an eye on the Q&A Panel for questions from the audience.

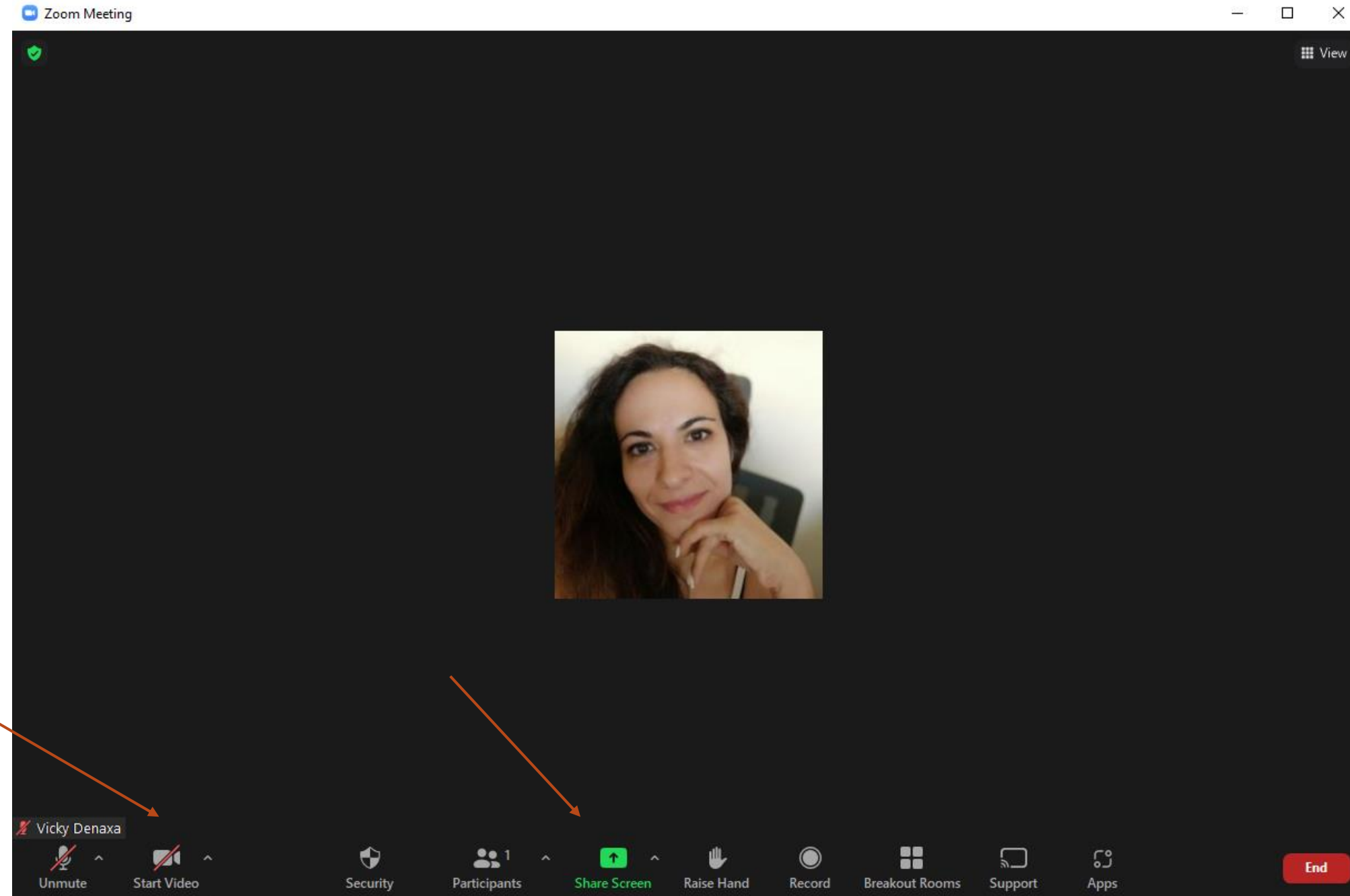


The screenshot shows a desktop environment with two windows. The top window is a browser displaying the event platform interface for a session titled "WP5 - Sustainability activities" from 2:00pm to 3:30pm. A "Preview" button is visible in the top right of this window. The browser window shows a "Test Session/Rehearsal-B" interface with a "Join as Panelist" button, a "Current Questions" panel, and a "Session Information" sidebar. The bottom window is a Zoom meeting client showing a video feed of a woman, Vicky Denaxa, with the name "Vicky Denaxa" visible at the bottom.

During the Event, in the Timeline, look for the date & time of the **Session** where you are presenting or Moderating. Click on the **Preview** button.

About 15 minutes before the session begins, please have your **Zoom client open and running beforehand**, and click on the **Join as Panelist** button to connect to the Session via Zoom.


When the Session begins, the Moderator will introduce themselves and the first speaker. When it is your turn to present, you will use the **Unmute** and **Start Video** buttons in **Zoom** to speak to the audience, and then use the green **Share Screen** button to share your presentation.



You can access, read and even download the e-posters of the General Assembly by entering a Live Poster and Demo Session. If there is a poster session underway, and you see a dot on the presenter, it means that they are online and you can then request to join the “virtual room” for a short presentation by clicking on the Join Queue button.

Click on **Presentation Information** to view the content of the E-Poster.

CREODIAs, bringing processing to the data ☆
Live Poster & Demos Session 3
4:00pm - 8:00pm






Stanisław Krzyżanowski
Cloudferro Sp. Z O.o.

IN PROGRESS

A presentation in progress.
Please join the queue and you will be automatically joined to the next available presentation.

Join Queue


-  Presentation Information ▼
-  Handouts ▼
-  My Session Notes ▼

You can also download the E-Poster in the **Handouts** section.

If you have a Poster or Demo presentation in the General Assembly, make sure that you enter the platform and practice before the day of your presentation.

4:00pm

6:09 PM ▶



Live Poster & Demos Session 3 ☆

CREODIAs, bringing processing to the data
4:00pm - 8:00pm

● LIVE NOW

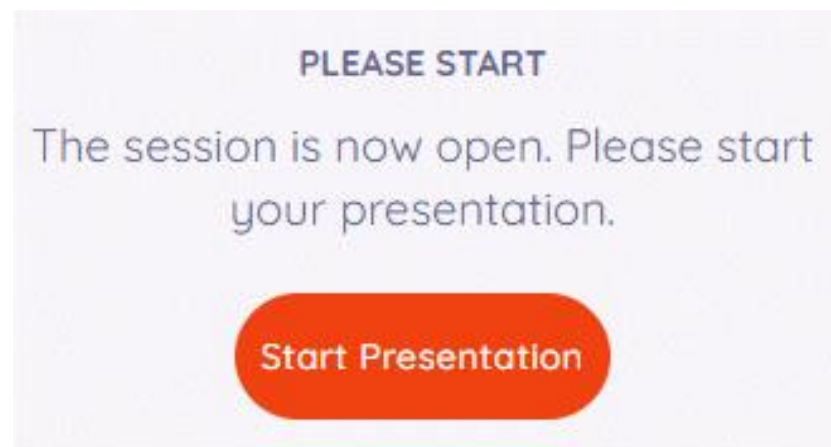
[View My Presentation](#)

[View Live Poster & Demos Session 3](#)

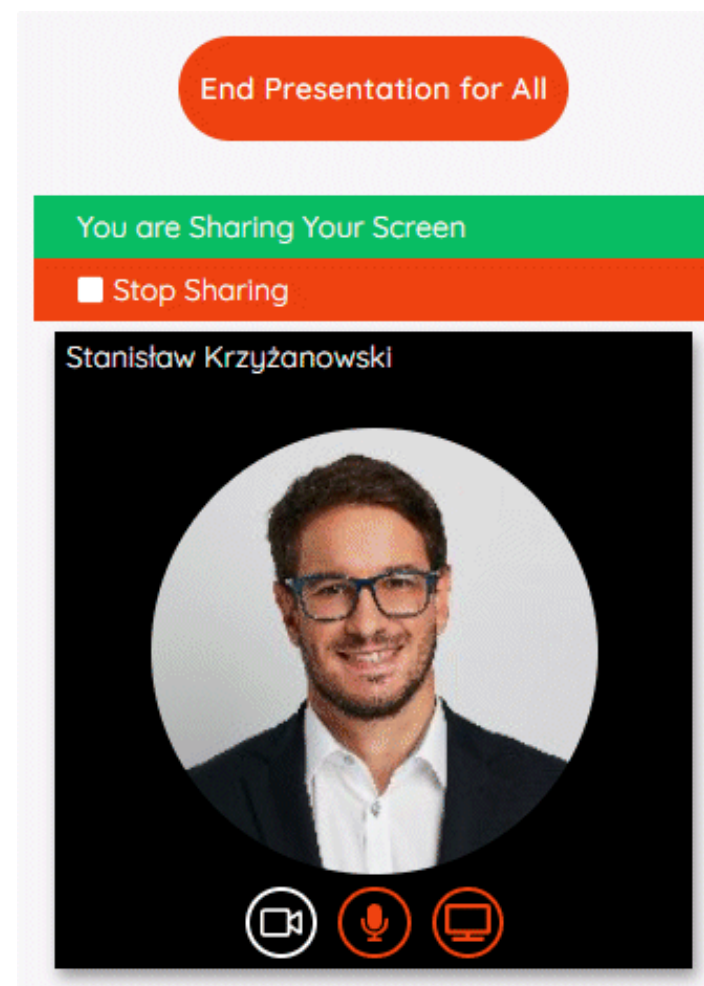
Locate the Poster & Demo Session where you are presenting and click on **View my Presentation**.

You are now in your Private Virtual Room.

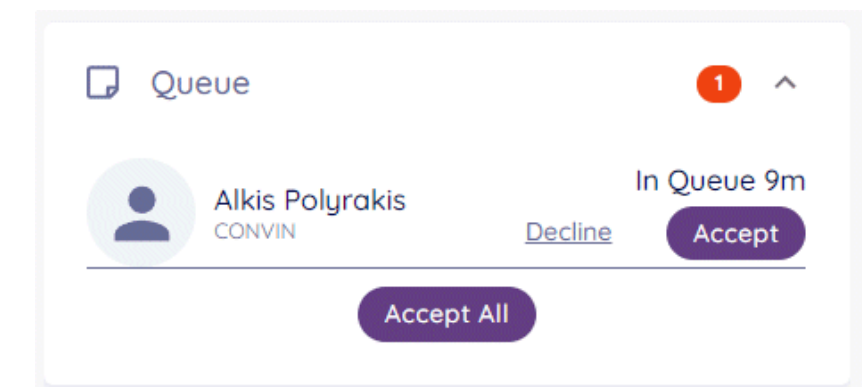
Step 1: Click on **Start Presentation**



Step 2: Using the buttons below, turn on your microphone and/or camera. You can also share your presentation now if you wish, or wait until someone enters.



Step 3: Keep an eye on the Queue on the right of your screen and admit people in your Room by clicking on **Accept**.



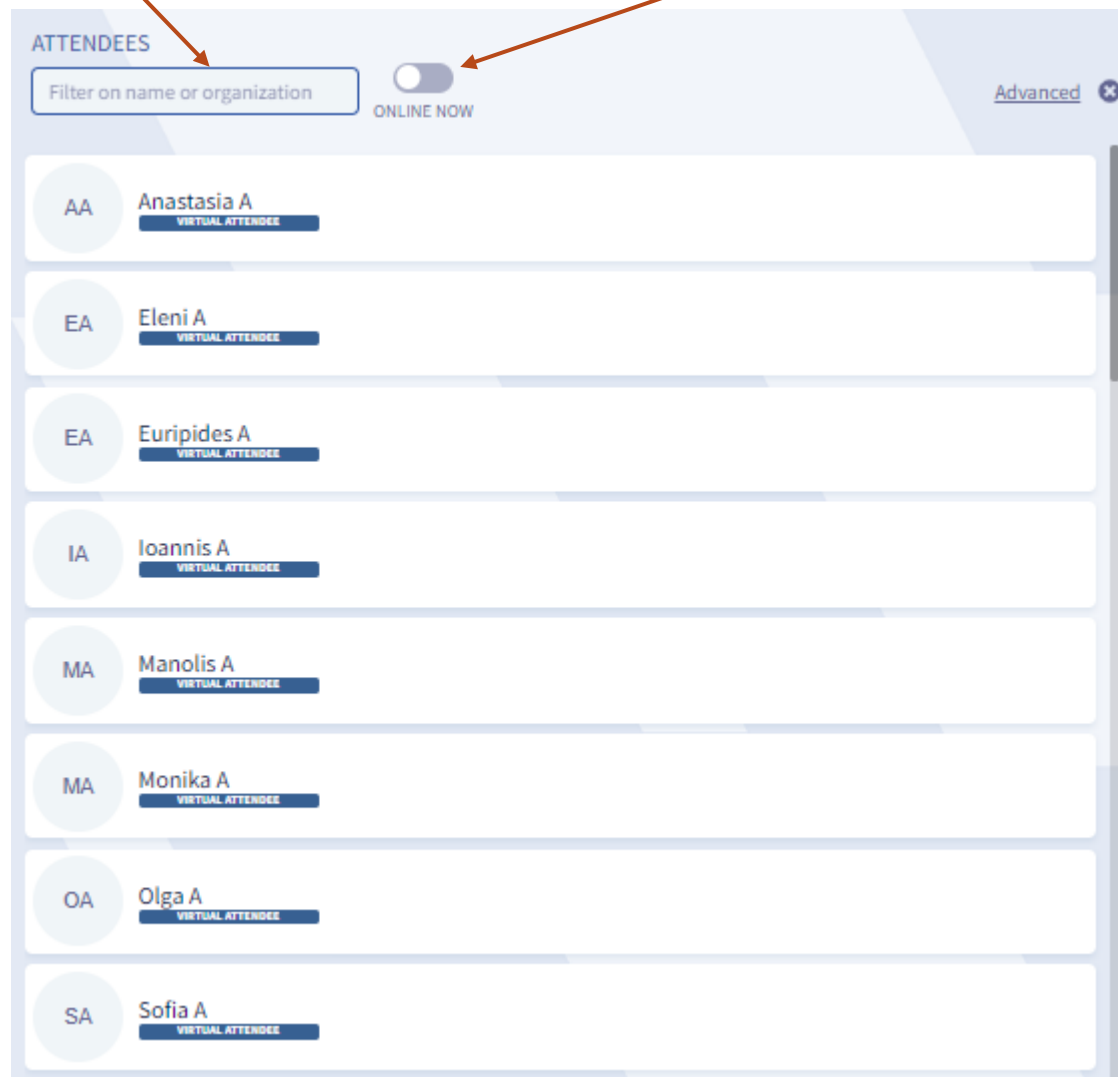
You may present to as many people and as many times as you want while the Poster & Demo session lasts.

You can use the **Meeting Hub** to communicate with other attendees.

Here, you can **type a name to search** for a fellow attendee.

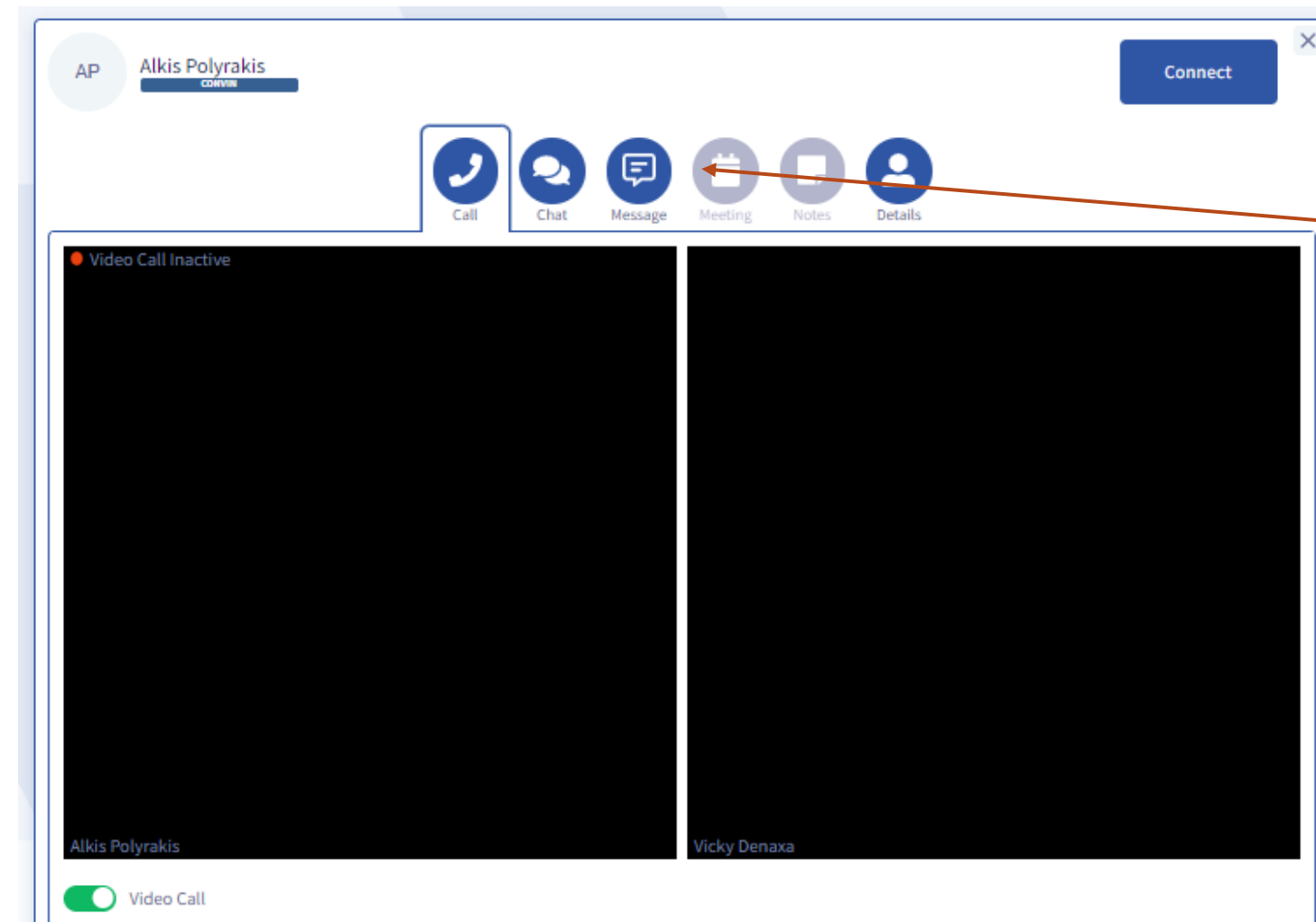
Click this button to see whoever is online at that moment. Messages reach the attendees when they come online.

Click here to send a **connection request** to the attendee you've chosen. Once they accept, you can communicate with them at any time during the Conference via **text message**, or ask to hold a **video conversation**.



The screenshot shows a list of attendees under the heading "ATTENDEES". At the top, there is a search bar labeled "Filter on name or organization" and a toggle switch labeled "ONLINE NOW". To the right of the toggle is an "Advanced" filter icon. The list contains the following attendees:

- AA Anastasia A (VIRTUAL ATTENDEE)
- EA Eleni A (VIRTUAL ATTENDEE)
- EA Euripides A (VIRTUAL ATTENDEE)
- IA Ioannis A (VIRTUAL ATTENDEE)
- MA Manolis A (VIRTUAL ATTENDEE)
- MA Monika A (VIRTUAL ATTENDEE)
- OA Olga A (VIRTUAL ATTENDEE)
- SA Sofia A (VIRTUAL ATTENDEE)

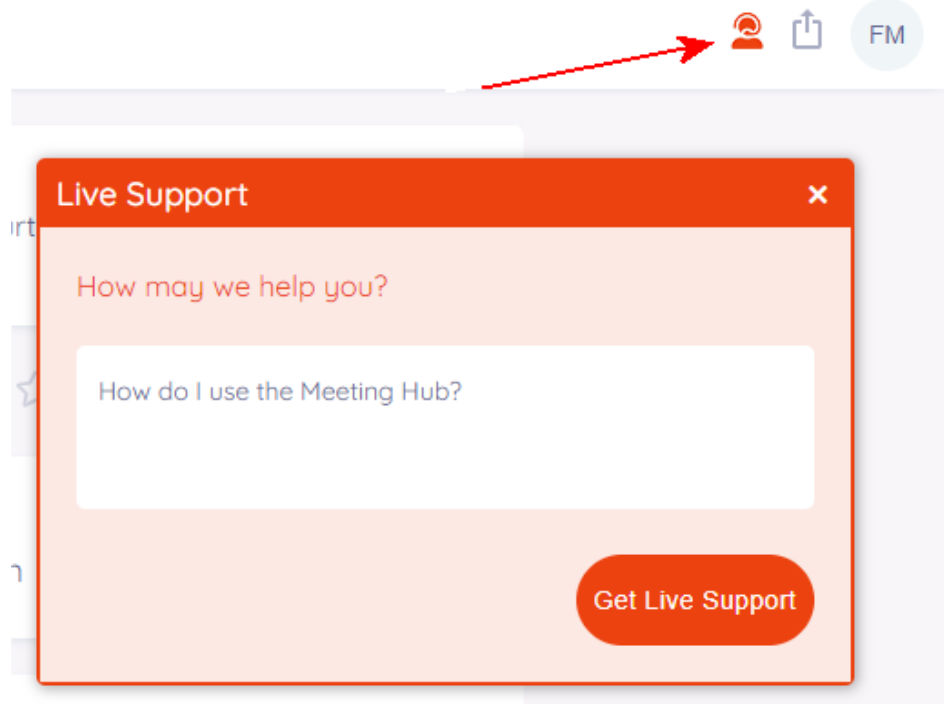


The screenshot shows the Meeting Hub interface for Alkis Polyraakis. At the top, there is a "Connect" button. Below it is a row of icons: Call, Chat, Message, Meeting, Notes, and Details. The "Meeting" icon is highlighted. The main area shows a video call in progress with two participants: Alkis Polyraakis and Vicky Denaxa. A "Video Call Inactive" indicator is visible in the top left corner of the video area. At the bottom, there is a "Video Call" toggle switch which is currently turned on.

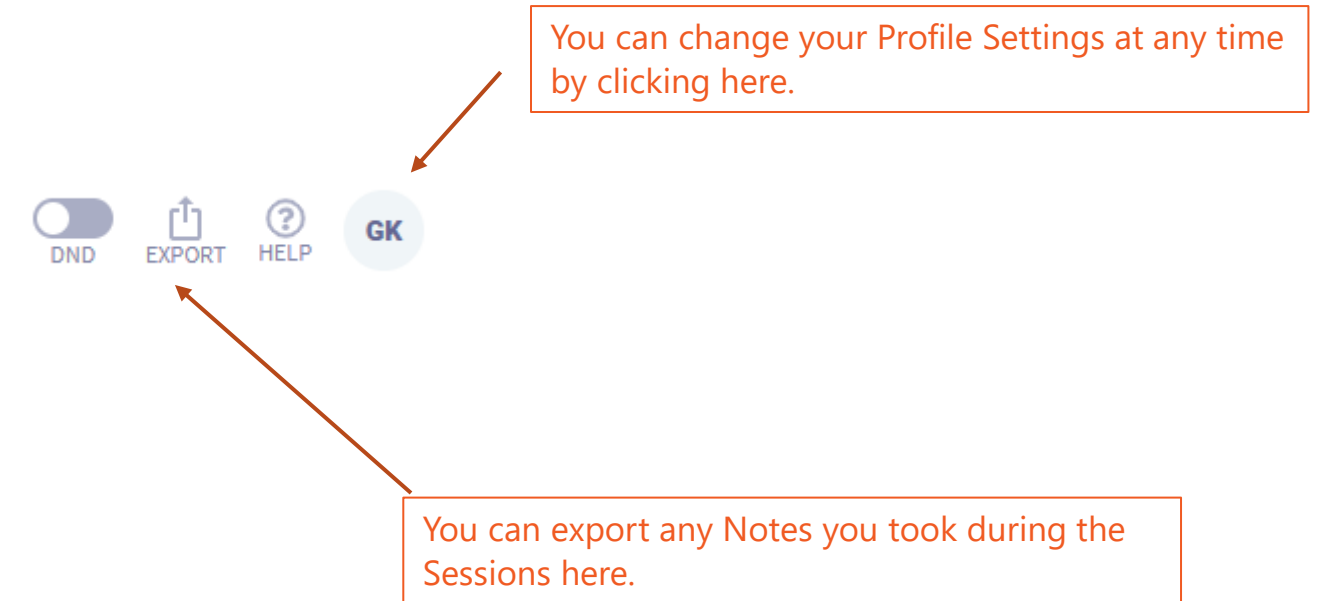
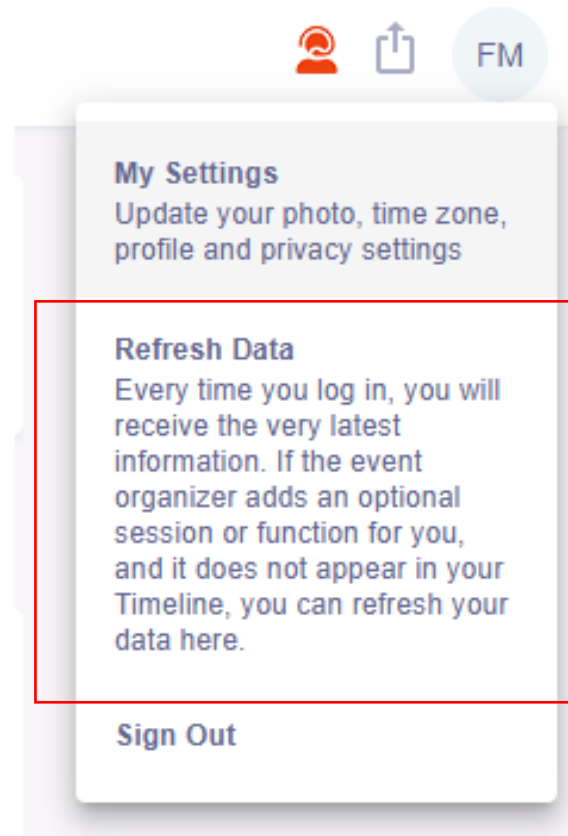
You can also send a simple message, without previous request acceptance.

The first thing to do when you face a technical problem is to refresh the Program, or log out and log in to the Platform.

If the first step doesn't work... click on the red button (**Live Support**) and describe the problem.



The first step (Refresh Data) to take, in case your browser freezes, or you face a technical issue.

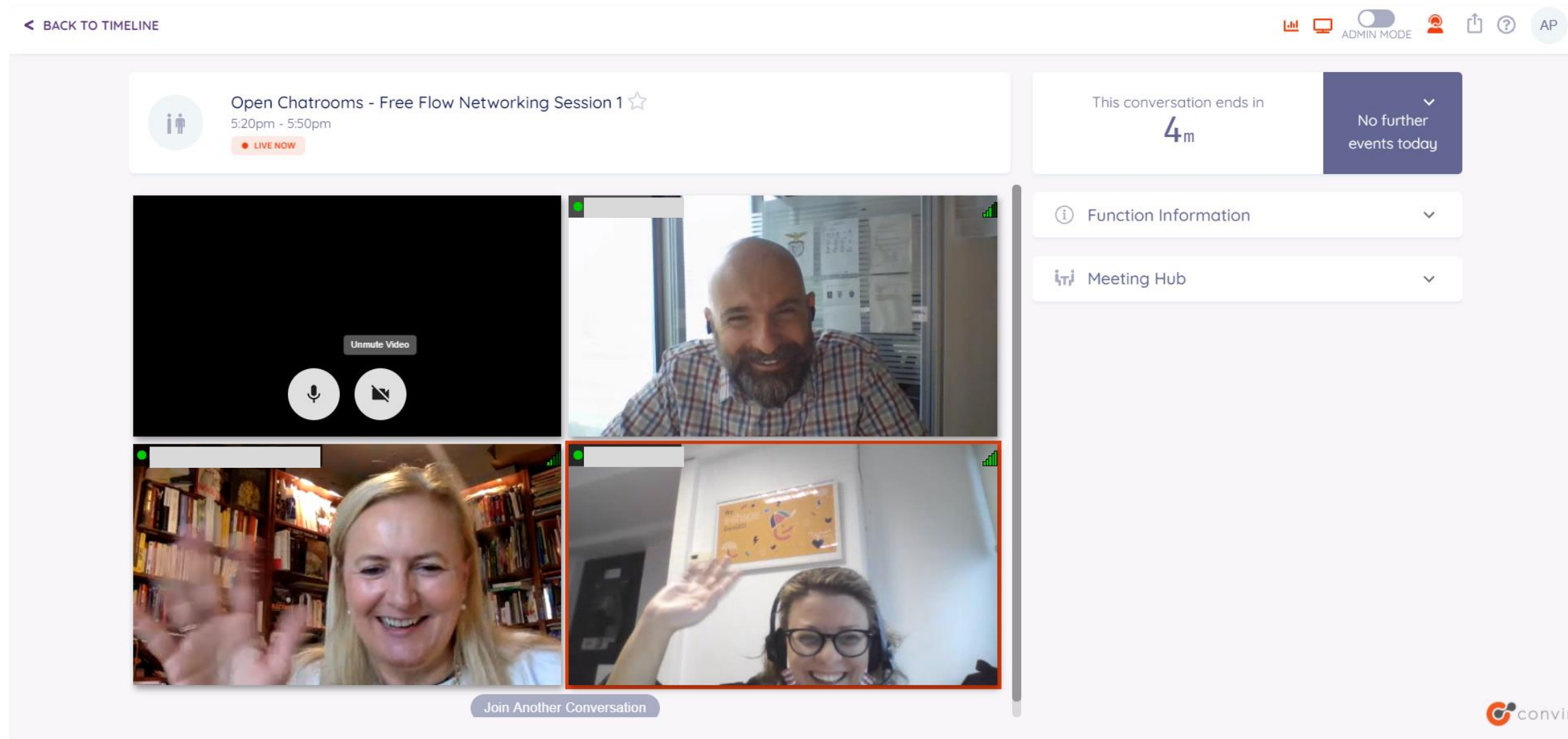


If you have a small computer screen, and it looks like Timeline components are **off the screen**, a helpful tip is to use the **Ctrl & minus (-)** buttons on your keyboard, in order to zoom out and make the whole window look smaller, to view everything on screen.

Our personnel will be very happy to assist you with any questions or problems you may face!

The **Open Chatrooms** is another way of letting our delegates network with each other.

Attendees are all randomly allocated in **virtual rooms**, in groups of four.



The screenshot displays a virtual chatroom interface. At the top left, there is a navigation link for '< BACK TO TIMELINE'. The main header of the chatroom reads 'Open Chatrooms - Free Flow Networking Session 1' with a star icon, and below it, the time '5:20pm - 5:50pm' and a 'LIVE NOW' indicator. On the right side, a notification states 'This conversation ends in 4m' with a dropdown menu showing 'No further events today'. Below this, there are two expandable sections: 'Function Information' and 'Meeting Hub'. The central area features a video call grid with three participants: a man with a beard in a plaid shirt, a woman with blonde hair waving, and a woman with glasses waving. A control bar at the bottom of the video grid includes an 'Unmute Video' button and icons for microphone and video. At the bottom center of the interface is a 'Join Another Conversation' button. The Convin logo is visible in the bottom right corner.

As soon as you join a conversation, you can stay until the time expires, or leave for a different group.

*We wish you a
wonderful Virtual
Experience!*